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JAN 19 1954

MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Staff Study of Personnel Records Within Area Divisions  
And Senior Staffs of DD/P.

1. PROBLEM. To re-evaluate personnel type records within the Area Divisions and Senior Staffs with a view toward determining:
  - a. The appropriate records and their location, for the most economic and efficient performance of essential Personnel and Career Service functions, and
  - b. The minimum number of records and procedures required for the performance of such functions.
2. FACTS BEARING ON THE PROBLEM.
  - a. No standard procedure has been developed for the maintenance of personnel records; however, the Personnel Office has for considerable time transmitted to the gaining organization a copy of the Position Inventory Card on Standard Form CF-4b.
  - b. Regulatory issuances do not presently prescribe any procedures for maintenance of personnel records. Equipment suggestions have been made, however, by the Research and Planning Staff of the Personnel Office.
  - c. The method of keeping employee data varies considerably within the Area Divisions and Senior Staffs:

Method of Keeping Employee Data Within DD/P Staffs  
And Divisions

Staff or Divn.	5" x 8" White Card Individually Designed	Form (F-4b)	Typewritten List	Standard Form 7D
WE	X			
WH	X			
PI	X			
PF	X			
PM	X			
RE		X		
SR		X		
FE		X		
TSS		X		
SE			X	
NE				X
Total	5	4	1	1

Document No. 5NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S **C**

DDA Approved, 4 Apr 77

Auth: DDA REG. 77/17

Date: \_\_\_\_\_ By: \_\_\_\_\_

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- a. The numerous factors required by all echelons in the Personnel data field have generated a multiplicity of non-standard records, in many cases repetitive, which lend themselves to consolidation and standardization.
- b. Recent requirements for Career Service Board Activities have resulted in the generation of additional records without adequate consideration as to the detail of records currently maintained.
- c. The Career Service Boards and the Personnel Management components of the Senior Staffs are organizationally connected but do not avail themselves of common records.
- d. All actions directed to the Career Service Boards are accompanied by Form SF-52 together with the Official File Folder; therefore, supplementary material in the form of Personnel Data Sheets Form 59-44 would seem to be extraneous.
- e. One of the most solid comments of the Personnel Sections of Area Divisions and Senior Staffs is the lack of ready availability of the Official File Folder from the Personnel Office. Lacking immediate service from the Personnel Office these sections have attempted to generate a working file folder for each of their employees, but with no positive assurance that they are in possession of all official documents.

**4. CONCLUSION.**

- a. In the interest of effective management it is essential that the Official Personnel File Folders contain all individual actions. These folders should be maintained by the Agency Personnel Office but must be made more available to the operating offices as a part of the service responsibility of the Agency Personnel Office.
- b. It is believed that the personnel record functions of both Personnel Management and Career Service Boards within DD/P can each operate efficiently and effectively on a minimum of two record systems.
- c. The Personnel Sections of the Area Divisions and Senior Staffs should consolidate and revise the existing data onto two records (Tab "A") Flexoline Strip File and Locator, and (Tab "B") Employee Data Card, Agency Form No. 4b(2). Utilizing the Employee Data Card Marker Flag (Tab "C") where appropriate.
- d. The Career Service Boards should consolidate and revise their existing data onto two records (Tabs "D" and "E") Flexoline Strip Files, in organizational sequence and by grade and date of last promotion, and when required avail themselves of the material available in the Personnel Sections on the Employee Data Card, Agency Form No. 4b(2).
- e. Implementation of the above record systems will provide:
  - (1) Standard position inventory records.
  - (2) Consolidated background, experience qualifications and training data.

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- (3) Minimum need for individual personnel file folders.
- (4) Ready reference on type of employment, geographical and file location.
- (5) Essential rotation planning data.
- (6) Promotion and reassignment roster by career designation, date of grade, etc.
- (7) Veterans preference and former military affiliation.
- (8) Extent of security clearances authorized.
- (9) Personal data including addresses and number of dependents.
- (10) Reduction in the overall number of records, files and forms presently used by Personnel Sections of Area Divisions and Staffs and Career Service Boards.

#### 5. RECOMMENDATIONS.

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- b. That the procedures outlined (in para. 4c and d above) be implemented and the resultant unnecessary records be destroyed.

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Management Examiner

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 Assistant Management Officer  
 DD/P Area

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#### Enclosures:

CSI No. 20-  
 Tabs A, B, C,  
 and D.

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MIS/EMB/law (19 January 1954)

cc - Chrono copy ✓  
 - Signer's copy

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